

## **Minutes of the Finance Committee**

**Wednesday May 6, 2015**

Chair Heinrich called the meeting to order at 8:30 a.m.

**Present:** Supervisors Jim Heinrich, Eric Highum, Duane Paulson, Bill Zaborowski, Richard Morris, and Larry Nelson. **Absent:** Steve Whittow.

**Also Present:** Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, Facilities Manager Shane Waeghe, Architectural Engineering Technician Mike Wells, Matt Masterson of The *Freeman*, Register of Deeds Jim Behrend, Deputy Register of Deeds Beth Zimmerman, and Administration Director Norm Cummings. Recorded by Mary Pedersen, County Board Office.

### **Approve Minutes of April 22 and 28**

MOTION: Morris moved, second by Zaborowski to approve the minutes of April 22 and 28. Motion carried 6-0.

### **Schedule Next Meeting Date**

- May 20

### **Contract Procurement Process for Architectural and Engineering Services for the Communications Center Expansion (Capital Project #200808)**

Waeghe advised the contract was awarded to Kueny Architects, the highest rated proposer, for a total contract cost of \$88,454. The budgeted amount was \$248,000. Six contractors submitted bids for consideration.

Heinrich noted the Kueny bid came in significantly lower than the others. Waeghe said this is primarily because Kueny is a smaller firm with less overhead. Kueny has done other County projects including the Medical Examiner remodel, courtroom occupancy study, ADA study at UW-Waukesha, budget and concept studies for Parks & Land Use, Retzer Nature Center addition, etc. Waeghe said they have always delivered a professional product and have been the lowest bidder in the past as well.

MOTION: Morris moved, second by Zaborowski to approve the contract procurement process for architectural and engineering services for the Communications Center expansion. Motion carried 6-0.

### **Contract Procurement Process for Register of Deeds Scanning and Indexing Conversion (Capital Project #201117)**

Behrend advised the contract was awarded to US Imaging, Inc., the highest rated proposer, for a total contract cost of \$708,517. The budgeted amount is \$1,450,000 and US Imaging's initial bid was \$2,063,885. A reduction in fees was negotiated and full indexing for the period of 1953 to 1993 was excluded. The scope for full indexing will be completed based on available funding and may be done in-house. Four vendors submitted bids for consideration. US Imaging was the only

firm interviewed. Behrend said they are “fairly well qualified” with a good track record and have done work for other Register of Deeds offices in the state.

MOTION: Paulson moved, second by Morris to approve the contract procurement process for Register of Deeds scanning and indexing conversion. Motion carried 6-0.

**Update on Tax Incremental Districts and Issues**

Cummings distributed information on the 34 current Tax Incremental Financing (TIF) districts in Waukesha County including year of inception, base and current values, and general TIF district information. He explained his role on the TIF District Joint Review Board, TIF districts, and the history and laws that pertain to them. Cummings discussed TIF districts in Menomonee Falls, Waukesha, Hartland, and Brookfield.

MOTION: Paulson moved, second by Highum to adjourn at 9:50 a.m. Motion carried 6-0.

Respectfully submitted,

William J. Zaborowski  
Secretary